



National  
Aeronautics and  
Space  
Administration

# NASA Scientific and Technical Information (STI) Document Availability Authorization (DAA)

(Instructions for completing this form are on page 4)

- NEW DAA  
 REVISION TO EXISTING DAA  
(Attach Copy)

## SECTION 1

### 1a. DOCUMENT IDENTIFICATION

TITLE		AUTHOR(S)	
POINT OF CONTACT (If different from author)	E-MAIL	ADDRESS	
COTR OR CENTER-DESIGNATED OFFICIAL	E-MAIL	ADDRESS	
ORIGINATING NASA CENTER AND ORGANIZATION		PERFORMING NASA CENTER AND ORGANIZATION (If different)	
CONTRACT NUMBER	GRANT NUMBER	INTERAGENCY NUMBER	OTHER DOCUMENT NUMBER(S)

### 1b. TYPE OF STI

<input type="checkbox"/> ABSTRACT  <input type="checkbox"/> BOOK NAME OF PUBLISHER:  <input type="checkbox"/> CONFERENCE PAPER <input type="checkbox"/> CONFERENCE PRESENTATION CONFERENCE NAME/SPONSOR:  CONFERENCE LOCATION:  DATES: _____ TO: _____  <input type="checkbox"/> ORAL/VISUAL PRESENTATION ADDITIONAL INFORMATION:  <input type="checkbox"/> NASA STI SERIES REPORT (See NPR 2200.2) <input type="checkbox"/> TECHNICAL PUBLICATION (TP) <input type="checkbox"/> TECHNICAL MEMORANDUM (TM) <input type="checkbox"/> CONTRACTOR REPORT (CR) <input type="checkbox"/> CONFERENCE PUBLICATION (CP) <input type="checkbox"/> SPECIAL PUBLICATION (SP) <input type="checkbox"/> TECHNICAL TRANSLATION (TT)	<input type="checkbox"/> DOCUMENT FOR PUBLIC WEB SITE (Must meet requirements in NPR 2810.1, chapter 11, for publishing on the Internet) <input type="checkbox"/> DOCUMENT FOR INTERNAL NASA WEB SITE URL:  PERSISTENT URL (If applicable):  <input type="checkbox"/> OTHER (Periodical, format, etc.) <input type="checkbox"/> JOURNAL ARTICLE JOURNAL NAME/PUBLISHER:  <input type="checkbox"/> IF A PREPRINT (draft or revision being sent to journal), DO YOU WANT IT DISSEMINATED TO: <input type="checkbox"/> ONLY THE PUBLISHER <input type="checkbox"/> NASA AND ITS CONTRACTORS <input type="checkbox"/> US GOVERNMENT AGENCIES AND THEIR CONTRACTORS <input type="checkbox"/> PUBLIC  <input type="checkbox"/> IF A REPRINT (article published by journal) BEING SENT TO NASA CENTER FOR AEROSPACE INFORMATION TO ADD TO STI DATABASE, DID YOU GET PERMISSION FROM THE PUBLISHER TO DISTRIBUTE TO PUBLIC? <input type="checkbox"/> YES (Attach copy of permission) <input type="checkbox"/> NO
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**2. NATIONAL SECURITY CLASSIFICATION (Check one)**

- NONE (*Unclassified*)     
 CONFIDENTIAL     
 SECRET     
 TOP SECRET

IF CLASSIFIED, CENTER SECURITY OFFICER (CSO) MUST APPROVE

CSO APPROVAL (*Name*)

**3. AVAILABILITY CATEGORY**

**3a. PUBLICLY AVAILABLE STI (See instructions)**

- YES     
 NO (*See 3 (b, c, and/or d) and 4*)

**3b. EXPORT-CONTROLLED INFORMATION (Contact your Export Control Administrator for help)**

INTERNATIONAL TRAFFIC IN ARMS REGULATIONS (ITAR)

GIVE THE US MUNITIONS LIST (USML) CATEGORY:

\_\_\_\_\_

EXPORT ADMINISTRATION REGULATIONS (EAR)

GIVE THE EXPORT CONTROL CLASSIFICATION NUMBER (ECCN):

\_\_\_\_\_ OF THE COMMERCE CONTROL LIST (CCL)

**3c. PROPRIETARY/SENSITIVE INFORMATION (See NPR 2200.2, Chapter 4)**

LIMITED RIGHTS DATA

SMALL BUSINESS INNOVATION RESEARCH (SBIR/STTR)

LIMITED UNTIL DATE (*mm/dd/yyyy*): \_\_\_\_\_

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CAN BE RELEASED TO PUBLIC (*Attach approval*)

MUST BE RESTRICTED TO CATEGORIES INDICATED IN 3d

CONTAINS PUBLIC-WEB-SENSITIVE INFORMATION PER NPR 2810.1

DOCUMENT DISCLOSING AN INVENTION (*Complete Section 4*)

NAME OF APPROVING OFFICIAL

TITLE OF APPROVING OFFICIAL

**3d. DISTRIBUTION LIMITATIONS (See instructions)**

US GOVERNMENT AGENCIES AND US GOVERNMENT AGENCY CONTRACTORS ONLY

US GOVERNMENT AGENCIES ONLY

NASA PERSONNEL AND NASA CONTRACTORS ONLY

NASA CONTRACTORS AND US GOVERNMENT ONLY

NASA PERSONNEL ONLY

DISTRIBUTION LIMITED TO US PERSONS

AVAILABLE ONLY WITH APPROVAL OF THE FOLLOWING ISSUING OFFICE:

LIMITED UNTIL DATE (*mm/dd/yyyy*): \_\_\_\_\_

**4. DOCUMENT DISCLOSING AN INVENTION**

CHECK IF THIS DOCUMENT/PRESENTATION DISCLOSES AN INVENTION AND ROUTE TO HQ OR CENTER PATENT OR INTELLECTUAL PROPERTY COUNSEL (*See instructions*)

I CERTIFY THAT THIS DOCUMENT MAY BE RELEASED ON (*mm/dd/yyyy*): \_\_\_\_\_

PATENT COUNSEL NAME

DATE

**5. BLANKET AVAILABILITY AUTHORIZATION (Optional) (See instructions)**

I APPROVE ALL DOCUMENTS ISSUED UNDER THE FOLLOWING CONTRACT, GRANT, OR PROJECT NUMBER TO BE PROCESSED AS CHECKED IN SECTIONS 2 AND 3(a-d)

I GRANT THIS AVAILABILITY AUTHORIZATION ON (mm/dd/yyyy): \_\_\_\_\_

CONTRACT NUMBER       GRANT NUMBER       PROJECT NUMBER       TASK NUMBER

APPROVING OFFICIAL	ORG CODE	E-MAIL	DATE
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I HEREBY CHANGE THE BLANKET AVAILABILITY AUTHORIZATION DATED (mm/dd/yyyy): \_\_\_\_\_

- RESCINDED - FUTURE DOCUMENTS MUST HAVE INDIVIDUAL DOCUMENT AVAILABILITY AUTHORIZATIONS
- MODIFIED - LIMITATIONS ON ALL DOCUMENTS SHOULD BE CHANGED TO CONFORM TO BLOCKS AS CHECKED IN SECTIONS 2 AND 3

NAME	ORG CODE	E-MAIL	DATE
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**6. AUTHOR/ORIGINATOR VERIFICATION**

I BELIEVE THAT THIS PUBLICATION:

- DOES** CONTAIN ITAR/EAR/EXPORT-CONTROLLED, PROPRIETARY/SENSITIVE INFORMATION, AND/OR DISCLOSES AN INVENTION AND THE APPROPRIATE LIMITATION IS CHECKED IN SECTIONS 3 AND/OR 4
- DOES **NOT** CONTAIN ITAR/EAR/EXPORT-CONTROLLED, PROPRIETARY/SENSITIVE INFORMATION, NOR DOES IT DISCLOSE AN INVENTION AND MAY BE RELEASED AS INDICATED ABOVE

NAME	ORG CODE	E-MAIL	DATE
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**7. NASA PROJECT OFFICIAL (COTR/designated official, or Technical Monitor) / DIVISION CHIEF REVIEW OF 1 THROUGH 6**

APPROVED FOR DISTRIBUTION AS MARKED

NOT APPROVED (Give reason)

REASON: \_\_\_\_\_

NAME	TITLE	E-MAIL	DATE
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**8. EXPORT CONTROL ADMINISTRATOR CONFIRMATION**

PUBLIC RELEASE IS APPROVED (Information is not export controlled.)

EXPORT-CONTROLLED LIMITATIONS IN BLOCKS 3b, 3d, AND 6 ARE APPROVED AND ASSIGNED TO THIS DOCUMENT

EXPORT-CONTROLLED LIMITATION(S) INDICATED IN SECTIONS 3b AND 3d HAVE BEEN CHANGED TO:  
 ITAR USML CATEGORY \_\_\_\_\_  
 NUMBER: \_\_\_\_\_  
 EAR CCL ECCN NUMBER: \_\_\_\_\_

CENTER/HQ EXPORT CONTROL ADMINISTRATOR NAME	E-MAIL	DATE
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**9. FINAL APPROVAL BY PROGRAM MANAGER**

APPROVED FOR DISTRIBUTION AS MARKED

NOT APPROVED (Give reason)

REASON: \_\_\_\_\_

DATE DOCUMENT PUBLISHED/RELEASED: \_\_\_\_\_

NAME	E-MAIL	DATE
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**10. DISPOSITION**

ADDITIONAL APPROVALS BY CENTER, IF APPLICABLE (OPTIONAL):

NAME/TITLE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

SEND TO CENTER DAA REPRESENTATIVE (SEE INSTRUCTIONS)

- SEND TO CENTER TECHNICAL PUBLICATIONS OFFICE       SEND TO NASA CENTER FOR AEROSPACE INFORMATION (e-mail: help@sti.nasa.gov)

NAME OF DAA REPRESENTATIVE	DATE
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## INSTRUCTIONS FOR COMPLETING NF 1676

**When to Use.** Use for STI to be published, released, or presented external to NASA or presented at internal meetings or conferences at which foreign nationals may be present. NPD 2200.1 gives authority and defines STI. See also NPR 2200.2. Encrypt electronic STI that is limited/restricted or export-controlled (NPD 2910.1). Do not enter classified information on this form (use unclassified information about the document). See also <<http://www.sti.nasa.gov/nasaonly/publish/publish.html>>.

**Approvals.** NASA centers have different workflows to accommodate this form. A typical approval cycle is given below; however, check with your center Document Availability Authorization (DAA) representative or STI Manager to see if your center has an alternative workflow and information on electronic routing. Steps include:

1. Author, contracting officer's technical representative (COTR), or NASA official completes blocks 1 and 2.
2. If STI is classified, Center Security Officer (CSO) approves block 2.
3. Author, COTR, or NASA official recommends information in blocks 3, 4, and 6, as appropriate.
4. If the document or presentation contains information that discloses an invention, the HQ or Center Patent or Intellectual Property Counsel must approve the release in block 4. Patent Counsel approval may be required for all STI; check with your DAA representative or STI Manager.
5. Block 5 is OPTIONAL. This block can be used when all STI under a specific contract, grant, project, or task number is approved to have the same distribution. One approved NF 1676 must be on file that cites the specific number. All subsequent STI must contain the cited number. You must provide a copy of the approved NF 1676 on file with each STI item.
6. NASA Project Official, COTR, or technical monitor (for STI from contractor that NASA elects to publish) and Division Chief (for NASA-authored STI) approves in block 7. Supervisor should review prior to having Division Chief approve.
7. Center Export Control Administrator (CEA) certifies in block 8 that the information in blocks 3b, 3d and 6 is correct or corrects the information.
8. Approving official for the center (program manager) approves in block 9.
9. If center requires additional approvals, use block 10.
10. Send STI to DAA representative and technical publications office. DAA representative sends an electronic copy of STI and NF 1676 to the NASA Center for AeroSpace Information (CASI) for inclusion in the NASA Aeronautics and Space Database (<http://www.sti.nasa.gov>).

**Validation of Signature.** The following are acceptable methods to provide the official signatures of personnel who approve blocks 2 through 10. The approver may sign digitally (preferred if digital signature is available at the center); or may type his/her name directly into the electronic form; or the author/originator may print the form, have approvers sign it, and scan it to PDF for electronic retention.

### Items to Know (Instructions for completing blocks 1-10 of NF 1676)

1. Check "new" or "revision" blocks.
  - 1a. List authors' names in same order and with exact names as on document. For contractor or grantee STI that NASA elects to publish, COTR initiates NF 1676.
  - 1b. Journal article. Decide who you wish to receive your preprint. NASA has the right to release preprints to the public, but not all authors approve this. Unless the publisher has added copyrighted information (e.g., peer review comments, or publisher-prepared summary or abstract) to the published version of a journal article (reprint), NASA has the right to release the reprint for governmental purposes, which includes release to U.S. Government personnel, contractors, and the public. If copyrighted materials are added by the publisher, NASA does not have the right to release reprints without the publisher's permission. See Chapter 4 of NPR 2200.2 and NPR 2810.1.
2. See Chapter 5 of NPR 1600.1.
3. See NPR 2200.2, Chapter 4. If you do not mark Publicly Available in 3a, you must indicate a distribution limitation in 3c. See NPR 1600.1 for Sensitive But Unclassified (SBU) information. For SBU categories that are not listed on this form, indicate a distribution limitation in 3d and attach the SBU cover sheet, NF 1686.
  - 3a. Publicly Available means the STI is unclassified, does not contain export-controlled information (3b) or proprietary information (3c), has no distribution limitations (3d), and if it contains information disclosing an invention (4), it has been cleared by the HQ or Center Patent or Intellectual Property Counsel.
  - 3b. See NPR 2190.1.
  - 3c. Information marked in this section must be re-reviewed by the originating organization following the "limited until (date)" and a modified DAA must be done before release indicated in 3d can be changed. For information on copyrights, see NPR 2200.2 and contact your center attorney. SBIR is Small Business Innovation Research. STTR is Small Business Technology Transfer. See NPR 2200.2, Chapter 4.
- 3d. If you do not mark Publicly Available in 3a, indicate who can see and receive your document in 3d. Restriction statements must appear on cover, title page, and SF 298 (if applicable). Documents marked "Available Only with Approval of Issuing Office" will have citations (but not the full text) entered into the NASA Aeronautics and Space Database; the issuing office is responsible for handling document requests. NASA personnel & U.S. Government agencies means civil servant personnel.
4. For contractor or grantee-authored work, report invention to NASA according to contract/grant requirements. If NASA-authored work, report inventions in accordance with NPD 2091.1 via eNTRe (the electronic New Technology Reporting web site) at <http://invention.nasa.gov> or using NF 1679.
5. Use this option when you approve or rescind all STI produced under a specific contract, grant, project, or task number to have the same distribution. See Approvals above.
6. As the author, indicate whether or not the information contains export-controlled or proprietary/sensitive information or discloses an invention. Your CEA will verify in block 8 whether information contains export-controlled information.
7. If the distribution is not approved, indicate the reason. As a reminder, the author's supervisor should always review the document prior to having it approved by the approving official (Division Chief) in this block.
8. CEA certifies information in 3b, 3d and 6.
9. Center approving official indicates final approval to publish under the conditions cited on this form.
10. For contractor-generated STI that NASA elects to publish, the NASA responsible official or technical publications office notifies the COTR (or center-designated official) when the document is approved for publication. COTR/center official notifies the contractor.

### Additional Help:

- o Classified and Sensitive But Unclassified - NPR 1600.1
- o Export-controlled information - NPD and NPR 2190.1
- o Disclosing an invention - NPD 2091.1

### Following Forms are Related to Approval Process:

- o SF 298, "Report Documentation Page," required for NASA STI-Series reports
- o NF 1686, "Sensitive But Unclassified (SBU)"
- o NF 1679, "Disclosure of Invention and New Technology (Including Software)"